

MULTIPLE LOCATIONS ON A VENDOR

To streamline the vendor database and make it the most efficient, there is not a new vendor set up for each address. Instead vendors have LOCATIONS, which are tied to different addresses as necessary.

“CHOOSE THE CORRECT ADDRESS” or “CHOOSE THE CORRECT LOCATION”

If you receive the message above in the address line while entering a voucher, it means there are multiple addresses/locations for the vendor you selected.

- Select the appropriate location – not the address – by using the look-up feature by the Location field. The location should be descriptive enough so you can select the correct address tied to that location.
- Simply changing the address probably will not be sufficient for the check/ACH advice to print correctly.

Why the multiple locations?

1. The locations contain the direct deposit information and the 1099 reporting information for the vendor. By choosing the location and not the address, the user will ensure that the vendor is receiving payment in the manner it prefers AND that the 1099 reporting will be accurate.
2. When there is more than one address for payments, a default location is set up and tied to an address that says “CHOOSE THE CORRECT ADDRESS/LOCATION.”
3. Addresses can be updated or changed without affecting the set up on the location.
4. Special interfaces for payments through Game & Fish, Voc Rehab, and the bidders list for Procurement all have unique locations set up. Other agencies should not be using these locations. They will be identified as “PLI Use only” or “DHS Use Only.”
5. Some vendors receive payments for both goods and services. Sometimes these vendors will be set up with separate locations: a location with 1099 reporting of services and a non-reporting location for buying goods. Choosing the correct location – even if they are tied to the same address – will help your agency with its 1099 corrections.
6. Some vendors, especially political subdivisions like counties and cities, receive State monies that are specified for a particular bank account and must be kept separate from other payments. The descriptions for these special locations should be unique for agencies to know whether they can use them or not.